



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRANSPORTATION ENGINEERING ASSISTANT II

Job Number: 20001427

Job Code: 70770V160316

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 09/16/1984

Job Revised: 03/16/2016

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

With the specific written approval of the State Highway Engineer, positions in this class are authorized and assigned to perform technical tasks in support of agency engineering programs and/or to coordinate the work of other sub-professional engineering or structures staff; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of engineering-related experience, maintenance, construction, or experience on a structures crew.

Substitute EDUCATION for EXPERIENCE:

Related technical or vocational training will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license at time of appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license. <http://transportation.ky.gov/driver-licensing/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists in performing duties that were learned in the Transportation Engineering Assistant I position or from other similar experience. Responsible for performing duties where employee provided assistance in the Transportation Engineering Assistant I position or from other similar experience. Oversees work of others for duties similar to those performed in the Transportation Engineering Assistant I position or from other similar experience. Oversees basic surveying activities for roadway location surveying and construction surveying. Operates medium type (transit and level) surveying equipment. Learns to operate complex surveying equipment. Establishes centerlines, takes cross-sections and determines elevations. Records field data and makes calculations. Meets with property owners to obtain information or permission to survey. Oversees basic quality assurance materials sampling and testing such as concrete slump and temperature and asphalt content and density. Operates equipment and performs higher level performance tests on materials and/or soil such as tests to determine penetration, flash point, specific gravity, ductility, and/or solubility. Completes materials testing report forms. Serves as quality assurance inspector for multiple activities of construction work such as laying pipe, bridge painting, concrete coring, earthwork, paving asphalt and guardrail installation for compliance with plans and specifications. Oversees work of others who inspect single activities. Draws/plots preliminary maps and sketches from survey field notes and on final plans. Evaluates the project tasks, certifications of tests and inspections, project costs and material usage. Completes daily inspection reports. Reviews and monitors Contractor Quality Control Plans. Plots moderate/intermediate level roadway alignments and profiles. Oversees work of others who plot simple alignments and profiles. Formats and enters engineering data from the field into computer for use in analysis. Reads engineering plans and specifications for construction, maintenance and repair of roadways and bridges. Performs moderate/intermediate calculations of quantities of materials and cost estimates and checks others' calculation of quantities. Conducts traffic counts including the proper classification of vehicles, the designation of vehicle movement at intersections and the use of radar equipment for speed studies. Conducts HPMS adequacy and railroad crossing rating. Assists with operation of core drill for collecting geological data. Plots and checks topography and alignment electronically for engineering plans. Reduces and checks field notes. Performs inspection, record keeping and prepares reports relating to larger more complex utility relocation or construction. Uses computer in all applications when available. Serves as crew leader or construction project oversees and coordinates the work of other sub-professional positions authorized to perform routine engineering tasks on a regular basis. Trains new employees. Assists as a functioning member of a bridge inspection team. Learns computer and software skills related to National Bridge Inspection Standards data collection, inspection report compilation, and data transfer. Assists in maintaining and organizing district bridge files. Learns bridge components, nomenclature, and simple bridge mechanics. Attends required training classes.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbent must be able to lift, climb, crawl, carry, stand for long periods, stoop and walk long distances.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in the field. Travel may be required. Incumbent will be exposed to risks inherent to working with large equipment and machines involved with road construction.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R. 115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.